



STATE OF MISSOURI
DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
FEDERAL FINANCIAL MANAGEMENT, P.O. BOX 480, JEFFERSON CITY, MO 65102-0480
**2002-2003 Application Addendum – Consortium for Title IV,
Safe and Drug-Free Schools and Communities**

School District Serving as Fiscal Agent , Co/District Code	Signature of Authorized Representative	Date

THE FOLLOWING BOARDS OF EDUCATION HAVE PARTICIPATED IN THE PLANNING OF THE APPLICATION AND HAVE AUTHORIZED IT TO BE SUBMITTED.

- Project planning has been a joint activity, with all member districts and registered nonpublic schools in all member districts participating.
- A needs assessment has been completed by all members.
- Assurances have been met by all members.

[illegible]

CONSORTIUM MANAGEMENT

The following requirements should be noted by the LEAs desiring to form or maintain a consortium.

- A member must be designated as fiscal agent.
- All revenues, encumbrances, and expenditures will be handled by the fiscal agent. All entitlements will be combined and handled by the fiscal agent, who will authorize all purchase orders and payments. In the case of payments to teachers for stipends and payments to substitute teachers, those individuals on the regular payroll of the fiscal agent **MUST** be paid from expenditure code 6100 (Salaries). Payments to teachers in member districts **MAY** be paid from expenditure code 6300 (Purchased Services).
- No funds should flow from the fiscal agent to another consortium member, except for purchased services for which there is a written agreement.
- All activities are to be supervised by the fiscal agent.
- The final expenditure report for the consortium's project will be submitted by the fiscal agent. Expenditures will be prorated to each member.
- Project planning will be a joint activity, with all member districts and registered nonpublic schools in all member districts participating.
- Application procedures:
 1. One application combining total funds available to consortium members will be submitted by fiscal agent.
 2. All assurances must be met by all members.
 3. A needs assessment must have been completed by all members. Members should review the flexibility provisions of federal programs.
 4. This Application Addendum For A Consortium must be completed and signed by all LEAs wishing to be a member of the consortium. It should be submitted prior to submitting the Consolidated Federal Programs Application.